

December 7, 2020

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Call to Order Eric Shawn called the meeting to order at 1:00 PM.

Cindy Brown and Steve Morris are co-hosting the Zoom format today

Seven elected Council members are needed for a quorum; eleven are present.

What we value and are grateful for residents and staff are Covid-free; for Zoom; both outgoing and incoming Council members

Consent Agenda November Meeting Notes – accepted as published

## Reports

Treasurer's Report (Marilee Wetten, Paul Wathen) See Attachment #1

Council Safety Committee (Janet Strickland) See Group I Councilor Report

Council Communications Committee (Cindy Brown) See Attachment #2

There are a number of updates today. RV Chat has added a Humor subgroup to accommodate the large number of humorous posts. Three episodes of Village Voices are ready. Cubby numbers have been added to the RV Birthday list, as requested. Susan Hyne is providing some Zoom training during the hour before the Council meeting. A survey of residents who don't use computers is planned.

Community Health Committee (Jerry Corn)

The Committee did not meet in November but a joint meeting between the Health Committee and Ready Force is scheduled for this week. It will include a discussion concerning depression and anxiety that may occur as a result of the Covid lockdown.

Madrona Grove Liaison (Lois Weathers) See Attachment #3

By serving Thanksgiving dinner in three shifts, residents could celebrate and enjoy dinner while being safely distanced. This same week, Bill Wisbeck turned 100!

Madrona Grove has received permission to use the RV Bus (at 1/3 capacity) to drive residents around the city to see Christmas lights and soak up some Christmas cheer. These outings will mark the first time many MG residents have left campus since last March!

Lois will see if donated magazines could be accepted in Madrona Grove. If they can, perhaps magazines could be left at the Resident Services counter with Lois' name on them.

Food Think Tank (Suzanne Townsen) See Attachment #4

Dinner rolls were a major topic at the last meeting. Some residents prefer whole wheat; others, something like sourdough. To permit a choice, F&B will begin charging for dinner rolls. Watch for a communication from F&B.

Norine Mulry suggested the Food Think Tank meet quarterly instead of monthly. Attendees requested more frequent meetings so Norine agreed to call meetings bimonthly.

F&B is looking at ways to provide comment cards, even though meals aren't consumed in the dining room. More to come on this subject.

Council iDREAM Committee (Joan Clark) See Attachment #5

Planning for 2021 is underway and that includes addition of new members to the committee.

Rose Villa Management (Tina Moullet) See Attachment #6

Rose Villa's 2021 budget has been approved by the Board of Directors and was explained to residents at a 2021 Zoom forum in November. CFO Diane Gibson will be presenting some additional financial info so watch for the announcement.

Rose Villa now has residents in independent living who are Covid-positive.

New Rose Villa residents will need to quarantine before mingling in the community.

The Emergency Response Team has a draft incident response plan for review by the community. Please review carefully and prepare your comments and questions. Remember, this is only a draft—a first step.

Question from the Council: Has thought been given to changing the apartment numbering system to help emergency responders find apartments more easily?

Response: There has been no recent discussion. It would be a major undertaking and would require buy-in from everybody because all addresses would change. If you want to put this forward as a suggestion, it could be investigated.

Comment: The apartment numbering system is an ongoing discussion on the Safety Committee.

Question: What is the link between Marketing and the Welcoming Committee?

Susan Hyne, Committee Chair, noted that one of the committee's upcoming action items is to reach out to Marketing about closer collaboration.

Comment from a new resident: My experience moving in has not been wonderful. Things I expected to happen didn't; the phone line didn't work; I didn't know who to contact, etc. I'm willing to help other new residents.

The Foundation (Elliot McIntire)

Since our usual fund raising activities have had to be cancelled this year, our fall fund drive has become even more important than usual. With a few weeks left to

go, we have nearly reached our goal, but it would be great if we can exceed it, so keep supporting your favorite balloon!

Planning is underway for both the 2021 Tuesday Market and the Fall Festival. Don Lehman and Peter Eddy will be joining the Foundation board at the beginning of the year.

We will have a Pacesetters Trivia contest in early January, and we will hold a Listen and Explore session for residents who want to know more about the foundation in early spring.

Renovations Report See Attachment #7

Facilities Operations Report See Attachment #8

Group Reports Send to RVRACouncil@gmail.com by the 25<sup>th</sup> of the month.

## **Agenda – Continued Business**

### **Agenda – New Business**

Council Recognition for the Hearing Support Group (Helen Lyons)

Decision Item

The leader for this group is Mary Deane Smith. Information about the group follows: Monthly meetings offer residents with hearing loss and their friends an opportunity to gather with others for support and discussion of mutual issues. We all wear hearing aids, know someone who is thinking about getting aids, choosing an audiologist, or just wanting to know more about hearing and communication. All are welcome. We meet the first Friday of each month.

Our group initiates projects that improve the Rose Villa community for those with hearing loss.

The Council, by consensus, recognized The Hearing Support Group. The Group will be listed as part of the Communication portfolio with Cindy Brown.

## **Announcements and Updates**

Lori Carter, Editor of Rose Villa News, needs an associate editor. If you are available, please contact Lori directly.

Suzanne Townsen announced that \$150,000 from the Employee Christmas Fund will be distributed to employees beginning December 9th!

See Attachment #10 for two RVI Board meeting reports.

## Suggestion Box

Suggestions & responses are published each month in the meeting notes.

Oct 2020 When the construction is finished could we please not have so many punitive speed bumps installed?

This suggestion has been forwarded to the Safety Committee for follow-up.

Response Speed bumps were installed because of speeding vehicles on campus and they are working. They aren't related to Phase 3 construction. Unless we come up with an alternate speed control device, there are no plans to remove them. If there's a particular speed bump that you believe to be unnecessary, please email John Schallberger with its location so he can investigate.

Dec 2020 Perhaps include staff in the Remembrance Ceremony which is held twice each year. Staff is part of our Community.

This suggestion has been forwarded to the Remembrance Committee for a recommendation.

Response

## Open Forum:

It was suggested a committee be formed to review the distribution plan for the Employee Christmas Fund. This item will be added to the Executive Committee agenda for December.

## Upcoming Meetings

Next Forum: Tuesday December 15, 2020, at 2:30 PM Zoom meeting

Next Council Meeting: January 4, 2021 at 1:00 PM Zoom meeting

Next Executive Committee Meeting: Saturday, December 12, 2020

**Meeting Adjourned** 2:00 PM

## ATTENDANCE

Staff Members in Attendance: Tina Moullet

Guests in Attendance 33

### Council Members in Attendance

P Eric Shawn, Chair	--- [ open ] MG Rep	P M.A. Malone (G#6)
P Helen Lyons, Past Chair	P Elliot McIntire, Foundation	P Suzanne Townsen (G#7)
P Bill Rector, Vice Chair	P Dori Jones (G#1)	P Julia Layden (Group #8)
AB Marilee Wetten, Treasurer	--- [ open ] (G#2)	P Jerry Corn (Group #9)
P Jean Coberly, Archivist	P Byron Windhorst (G#3)	AB Darlene Larson, Secretary
P Lois Weathers, Liaison MG	P Judie Hansen (G#4)	P Evelyn Cole, Secretary
	P Doug Walker (G#5)	

# Councilor Reports, December 2020

## Group 1 Dori Jones

## Health, Wellness and Safety

Wellness -- Rene Swar: no report this month

Ready Force – Steve Morris:

UNA-USA – Kay Schmerber: This past month, our UNA-USA Chapter had two events, as Partners with the iDREAM Committee, which symbolize the heart of the United Nations’ humanitarian and peacekeeping goals, and the mission of iDREAM at Rose Villa.

First, Rose Villa residents raised \$5,205.00 for UNICEF! This exceeded our goal, and surpassed last year’s total by over \$1,200. Our local UNA and iDREAM sincerely thanks each of you who gave so generously. We also extend our gratitude to Don Lehman, a member of the iDREAM Committee, for his time and skill in digitally sharing UNICEF information through selected videos.

Secondly, on Election Day, November 3<sup>rd</sup>, Rose Villa accepted the gift of an International Peace Pole from Milwaukie’s Rotary District 5100. The Peace Pole was installed near the south stairway on Main Street, just off River Road. The phrase “*May Peace Prevail on Earth*” is inscribed in eight different languages. A short dedication ceremony was held with representatives from Rotary, UNA-USA, iDREAM, RVRC, and Rose Villa, Inc. Rick Simpson captured the spirit of the event in his photos and Samantha Kocher videotaped the Ceremony. Watch for a notice about how to view the video.

Council Safety Committee – Janet Strickland: Two additional safety concerns have been raised plus another forwarded from the Resident Council.

## Group 2 [ open ]

## Service

Friendship Corps - Lois Weathers:

Volunteer Recognition - Bill Rector:

Employee Christmas Fund – Paul Wathen, Marilee Wetten & Suzanne Townsen:

Balance as of November 30, 2020     \$ 135,862.00

## Group 3 Byron Windhorst

## Off-Campus Entertainment

Off Campus Entertainment - Byron Windhorst: Due to Covid-19, no events are scheduled off campus. Please use your masks and follow safety procedures as directed by Administration.

Rose Villa Choir – Miranda Manners, Andrea Drury: It's unlikely the choir will be able to sing together in person until a vaccine is available to protect against the COVID-19 virus.

Rose Villa Choir Mission: "To deepen and broaden community in the lives of Rose Villa residents through choral singing."

## **Group 4 Judie Hansen** **Spiritual Well-Being**

Solarium Worship - Bud Robinson: no report this month

United Christian Fellowship – Jackie West: Sunday evening (6:30 pm) Vespers are available on Zoom. See Helpful Live Links under the Touchtown Flyers icon for access information.

The Annual UCF Banquet is scheduled for December 15<sup>th</sup>. Watch for the flyer.

Treasure House - Judie Hansen:

## **Group 5 Doug Walker** **Outdoor Activities**

Community Garden - Jan and Dave Dobak: We have 46 gardeners enrolled. There are still vacant plots available. Renewals for next year are underway now.

Our meetings on the first Thursday each month are suspended during the emergency.

Tuesday Market – [ open ] and Carolyn Bailey:

## **Group 6 M.A. Malone** **Communication**

Rose Villa News - Lori Carter:

Library - Jean Coberly:

## **Group 7 Suzanne Townsen** **Hospitality**

Welcoming Committee – Susan Hyne:

### **Surveys**

Welcoming Committee sent two surveys to get input on team topics. A work plan will be developed and team members will be recruited.

## November Move-ins

November 2020		Unit	Phone	Email	Buddies
November 2nd	Donna Lelinski	246	503-244-9132; 503-310-3198	<a href="mailto:Dlelinski@comcast.net">Dlelinski@comcast.net</a>	Anne Haynes, 3187
November 9th	Judith Pearson	220	971-201-6605	<a href="mailto:wisetabby@gmail.com">wisetabby@gmail.com</a>	Marietta Schlumpf, 3166
November	Anne Gorter	4303	503-659-4191	<a href="mailto:acgorter@comcast.net">acgorter@comcast.net</a>	Dianna Shaffer, 1196
Early Nov	Tom Root	313	815-494-8078	<a href="mailto:troot@uic.edu">troot@uic.edu</a>	Jerry and Jean Corn
Early Nov	Carole Root	313	815-623-6612; 815-494-2058	<a href="mailto:croot44@yahoo.com">croot44@yahoo.com</a>	Jerry and Jean Corn

Four households are set to move in December/January time frame.

Potluck – [ open ]: Potlucks are postponed for the near future.

Council Pet Committee (POST) – Suzanne Townsen: No meeting this month. A cartoon was sent to RV News.

Food Think Tank – Suzanne Townsen: See Attachment #4

## **Group 8 Julia Layden**

## **Sustainable Living**

Green Team – Jean Lofy: The Green Team is currently collecting ideas to select several main topics or goals for 2021.

## **Group 9 Jerry Corn**

## **Leisure Activities**

Sewing & Quilting Studio – Pam Duren:

Woodshop – Tom Wilcox:

Readers' Theater - Byron Windhorst Readers Theatre meets each Thursday, via Zoom, at 1pm to read short plays with each person reading a part of one of the actors. No memorization or acting experience is required and we read within the group, unless we decide to practice for some kind of group performance. Your ideas and participation are very valuable. New residents?

Those who would rather just listen may do so. This opportunity is also available for those who wish to use the telephone to listen. The link to the Zoom is sent by Steve as part of the daily events. Ask Byron for the telephone link to participate by phone.

We are reading plays we have enjoyed in the past. Readers Theatre will take a two week break for Christmas Eve and New Year's Eve.

Book Club – Evelyn Cole



# Attachments to Council Minutes, December 2020

## ATTACHMENT #1 Treasurer's Report – 3<sup>rd</sup> qtr 2020 page 1 of 3

Residents' Association Council

2020 Report

Committee Name				20-Sep				
RAC General				\$ 2,217.23				
Garden Committee				\$ 1,142.18				
Restricted Funds (Free Money)				710.15				
P.O.S.T.				\$ 83.62				
Choir				\$ 2,204.18				
Wood Shop				\$ 3,655.82				
Treasure House				\$ 6,964.15				
Functional Fitness				\$ 7,263.04				
Sewing & Craft				\$ 2,259.66				
Library Committee				\$ 3,218.87				
ECF Party Fund				0				
Totals Balance:				\$ 29,718.90				
GC Bottle Drop -Activity		This activity now bypasses the Council and flows directly to Foundation						
Total 2020 Donation to Rose Villa Foundation				\$ 1,827.60				

**ATTACHMENT #1 Treasurer's Report – 3<sup>rd</sup> qtr 2020** Page 2 of 3

General Council - 2020 Report

<u>Date</u>	<u>Activity</u>	<u>Income</u>	<u>Expense</u>	<u>Balance</u>
	Balance as of December 2019			\$ 2,217.23
1/8/2020	Newcomer's Meal		30.00	
1/20/2020	Printing - Welcome packets		4.00	
1/28/2020	Printing- buddy packets		7.00	
1/29/2020	Printing - buddy packets		16.00	
1/30/2020	Printing - various		29.00	
	RVI Budgeted expense	86.00		
		86.00	86.00	
	Balance as of January 2020			\$ 2,217.23
2/29/2020	Newcomer's Meal		17.00	
	RVI Budgeted expense	17.00		
		17.00	17.00	
	Balance as of January 2020			\$ 2,217.23
3/31/2020	Res Council Zoom Subs.		149.90	
	RVI Budgeted expense	149.90		
		149.90	149.90	
	Balance as of March 2020			\$ 2,217.23
5/31/2020	Printing - Res Council Folder		23.00	
	RVI Budgeted expense	23.00		
		23.00	23.00	
	Balance as of May 2020			\$ 2,217.23
6/30/2020	No Activity - June			
	Balance as of June 2020			\$ 2,217.23
7/30/2020	Portland Badge		10.86	
	RVI Budgeted expense	10.86		
		10.86	10.86	
	Balance as of September 2020			\$ 2,217.23

**Rose Villa Residents' Association Treasurer's Report**

**For the month ending** November 30, 2020

**Employee Christmas Fund**

Beginning balance	\$51,070.41
Deposits and other credits	\$84,791.59
Checks and other debits	<u>\$0.00</u>
	<u>\$84,791.59</u>
Ending balance	\$135,862.00
Checks outstanding	\$10.00

**Employee Thank You Fund**

Beginning balance	\$1,265.00
Deposits and other credits	
Checks and other debits	<u>\$150.00</u> <u>-\$150.00</u>
Ending balance	\$1,115.00

Checks outstanding

Paul Wathen                      Treasurer

### Council Communications Committee Report

**Members:** Cynthia Brown (chair), Jerry Corn, Andrea Drury, Marilyn Gottschall, Susan Hyne, Mayo Marsh, Joncile Martin, Steve Morris, Al Ringquist, Paul Wathen, Judy Wathen, Byron Windhorst, Katie Morales (administration liaison)

**Mission:** As an arm of the Council, the mission of the Communications Committee is to build community by:

- fostering clear & effective communication among residents,
- facilitating communications between the Council and the residents, and
- working with RV administration to improve communication with residents.

#### Current Projects:

- **Rose Villa Today:** No changes since the last report. Rose Villa Today is a roughly 30 minute online weekly program dedicated to the **growth and health of resident community life**. An episode has aired each Friday since the last report, and future ones are in the works. This project is led by Marilyn Gottschall and Steve Morris.
- **Daily Events Summary:** Steve Morris continues to produce his extremely useful daily events summary; he has been posting it on the website, rvillagers.org, and we believe this is helping familiarize people with the site. Steve keeps adding nice new features to the summary, like weather and air quality.
- **Website:** The website (at <https://www.rvillagers.org>) is a home for digital imagery and programming that flows from the lives of residents. More features are being added to the website and we have updated the navigation. Rose Villa Today is shown at <https://www.rvillagers.org/rvtv>. We are currently considering what is appropriate for this site, given its mission, as opposed to Touchtown or other outlets, and how much overlap to allow. This project is led by Andrea Drury.
- **Village Voices:** This is a lecture series, similar to Ted Talks, by residents on topics they are expert on. The series began this month with a lecture by Paul Wathen, and more are in the works. The project is led by Paul Wathen.
- **Survey.** The team is working on a survey to assess what forms of communication residents prefer, and to try to design channels that can reach everyone effectively. They have reached residents who use email and are working on identifying who does not, and how best to interact with them. A survey for those people will come out soon. Judy Wathen is leading this project.
- **Communication between residents and the Council:** About two weeks prior to each upcoming Council meeting, members of the team, currently Steve Morris and Andrea , set up the Zoom and YouTube links and send a flyer and the announcements for Touchtown and the Trumpet to [events@rosevilla.org](mailto:events@rosevilla.org).

**Madrona Grove Liaison Report**

Madrona Grove Activities Coordinator, Jacque Binder, reports an “eventful” Thanksgiving week. By serving dinner in three shifts, all the residents were able to celebrate and enjoy a meal (described as “delish”) with fellow friends while being safely distanced. That same week Bill Wisbeck turned 100! His family arranged a loving drive-by parade accompanied by a color guard of veterans to honor Bill’s military service.

Cathy Schwabe and Rick Simpson are working on a unique photomontage, somewhat like “The Face of Rose Villa” in South Main, but this one will be exclusively for Madrona Grove. Jacque has wall space all reserved and everyone in MG is really looking forward to seeing 25 photos of Rose Villa friends.

Beautifying the construction fence is on hold until warmer weather.

The card project has brought many smiles and feelings of kinship with the entire RV community. Residents of RV are reminded that sending Christmas cards during the holidays would also lift spirits in MG.

Exciting, welcome, and wonderful news has come from the Oregon State Covid team! Madrona Grove has been given permission to use the RV Bus (at 1/3 capacity) to take residents for drives around the city. Every Wednesday during December, Christmas carols will play while the bus is driven around to see Christmas lights and soak up some Christmas cheer. Families plan to meet the bus on various corners with signs and more music. These outings will mark the first time many MG residents have left the campus since last March!

**Food Think Tank Report**

After reporting that the kitchen was short-handed due to Covid quarantine, Norine was asked why RV didn't consider using a catering service like Elephants. She stated, "It's not cost-effective".

**Dinner Rolls:**

There was considerable discussion about dinner rolls: wheat vs whatever. The result of the discussion was that dinner rolls would no longer be free. They will now cost \$0.50. Residents can choose wheat or non-wheat and F&B will impose a limit of 2 rolls per person. F&B will offer two options, sourdough and wheat, beginning Tuesday, December 1<sup>st</sup>. Norine will send a communication to alert the community to the change and provide the timeline.

**Meetings of Food Think Tank:**

Norine suggested that the Food Think Tank meet quarterly instead of monthly. After hearing that that would not be sufficient, Norine agreed to hold Think Tank meetings bi-monthly beginning in January 2021. We will maintain the schedule of First Thursdays at 11am, beginning January (then March, May, July, etc.)

**Comment Cards:**

After the meeting, Norine sent out an update with the following information:

"We talked about this thoroughly as a kitchen team, and there are some legitimate concerns that sending a comment card in every meal bag will be quite wasteful. So, we are rethinking and taking a multi-faceted approach.

1. John Schallberger is assisting in setting us up to have comment cards available through Touchtown. The feedback will go directly to an e-mail accessed by our Food & Beverage leadership team. John has already let me know this is feasible, and anticipates it will take about a week for Touchtown to get the cards set up. With the holiday next week, I am hoping to have this option ready by December 1<sup>st</sup>.
2. We will have comment cards available at both the literature stacks by the mail room, in the Food & Beverage folder, and also at the Harvest Grill Grab and Go counter. For now, the comment card drop box, for returning cards, will be available in Harvest Grill. Residents are also welcome to return at the Resident Services Counter, and the reception team can place in my mailbox.
3. I am hoping to enlist the help of a resident, to receive a few stacks of comment cards, to distribute to those residents that do not often leave their home. Let me know if you're interested in helping me with this, and if you know who would best benefit from this (I do not.)

To conclude on the comment cards, I'm hoping we have paper copies in distribution by the end of this week via lit stacks, Harvest Grill, and through the help of a resident distributing to those who are more homebound. I'm hoping to have comment cards set up on Touchtown by December 1st."

**iDREAM Committee Report**

The iDREAM Committee zoomed from 12:30-1:55pm on 11/9/20 with Don Lehman, Kikue Rich, Julia Layden, Pat Matthews, Lois Weathers, Joan Clark and Katie Morales (staff liaison) in attendance. Bill Rector participated as an observer for part of the discussion.

**Peace Pole at Rose Villa:** Lois Weathers

Lois reported that on November 3, in collaboration with the Rotary Club of Milwaukee, a Peace Pole was planted on River Road at the entrance to Rose Villa. The Peace Pole makes a statement in support of world peace in multiple languages and is an appropriate symbol for the vision of our community. Pictures and a video were shared with residents following the ceremony.

**Library Project Report:** Julia Layden,

Julia reported that several residents have expressed appreciation for the list of the RV library resources which are related to iDREAM themes. During November the iDREAM book display will feature titles which connect with Native American Heritage Month. The iDREAM Committee will next begin to compile a list of DVD titles for residents to purchase and donate for the RV Library Gift Registry.

**iDREAM and UNA-USA Collaboration:** Joan Clark,

iDREAM Committee members expressed much thanks to Don Lehman for his work with Kay Schmerber to publicize the work of UNICEF and encourage residents to support this effort. During the campaign, Rose Villa residents indicated their support for this work with gifts totaling \$5,205!

**Art Projects Report:** Kikue Rich and Pat Matthews,

Kikue and Pat have developed two individual proposals for artistic representations of iDREAM issues. The first project, titled Circle of Generations is planned to represent the racial diversity of multiple family generations within the RV community. This project will involve the participation of residents in generating the information for this visual.

The second project will create a series of mobiles, to be mounted on the first floor of South Main. Each mobile will highlight one of the themes of iDREAM, and expand our understandings of its meanings.

Kikue and Pat will continue to develop the plan for resident involvement with each of these projects in response to questions and suggestions from iDREAM Committee members.

**Next meeting date:** Monday, December 14, 12:30-1:55pm on Zoom

**Agenda:** Planning for 2021 iDREAM deliverables

**Management Report- Tina Moullet, Executive Director**

The 2021 Rose Villa budget was approved by the Board and the annual budget presentation was provided to residents at the November 13<sup>th</sup> Resident Forum. Residents were provided with 2021 fee adjustment letters by cubby, following the Forum. Thank you to the residents who joined in the Resident Finance Liaison Committee work to provide input and feedback on the 2021 budget. All residents are invited to participate in Diane Gibson's Financial Facts series to learn more about Rose Villa's budgets and financial information. Look for those invitations from Courtesy Services.

The Coronavirus Response Team has made the decision to require all new residents to observe a 14-day quarantine upon move-in. We appreciate how difficult it will be for new residents to make their life here without the usual contact with other residents upon move-in. It is my hope that the Resident Buddy program coordinator takes a fresh look at how new residents may be supported by their buddy during the quarantine period. New residents are going to need support getting their cubby and USPS mail for example. Perhaps new buddy guidelines can be developed for the quarantine period? In any case, please utilize technology whenever possible, to keep in touch with your fellow residents who are new to the community.

The resident and staff Emergency Response Group which was borne out of the Wildfire Hot Wash review is finalizing a draft Resident Emergency Response Guide that we expect to be able to share out with residents mid-December. The guide focuses on information that will be useful to residents to use to prepare for an emergency response to various incidents. When you receive the Guide, we will be asking for feedback so that we may make a final revision and then publish for all to use. We will then regularly review the guide and make revisions and additions on a regular basis going forward.



# **ATTACHMENT #7**

## **Renovations Report**

**December 2020**

### **Renovations Department Projects Update for Resident Council, December 2020 Meeting**

#### **Cottages –**

In Process;

103 – Abatement complete. Contractor on deck, start date 11/16.

64 – Abatement completed. Bids in process.

222 – Resident Requested Reno.

313 – In process.

#### **N/S Main –**

4303 – In process.

4203 – In process.

HG Patio Seating – In process.

Pool Chem Room – Demo & Rebuild in process.

#### **Rose Court –**

339

Exterior Upgrades – CD's/Permitting in process. Garage & Main Doors bidding.

Interior Upgrades – Plumbing (Floor Clean-Outs in Hallway), Paint, & Lighting.

Bidding & in process but work to be done in 2020.

#### **NP, GG, & CAB –**

Restarting warranty work;

1) Exterior; a. NP: Concrete

2) Interior: Case by case basis.

#### **Oaks –**

Restarting warranty work;

1) Exterior

2) Interior: Case by case basis.

## **ATTACHMENT #8**

### **Facilities Operations Update**

**December 2020**

#### **Building Operations:**

Harvest Grill wall completed for outdoor dining capacity

SEEDS completed for Madrona Grove visitation

Pool Chemical room renovation

Annual Campus wide fire system and smoke detector inspections

#### **EVS**

Evaluating an Ozone Laundry Support System through the Energy Trust of Oregon which might provide higher level of disinfection of our laundry while providing less energy use.

## **ATTACHMENT #9**

**December 2020**

### **Report for the Council: RVI Board of Directors Meeting and Retreat**



#### REPORT TO RESIDENTS COUNCIL Rose Villa Board of Directors Meeting

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November 9, 2020

**Brad Smith called the Zoom meeting to order at 9:00 a.m.**

#### **Consent & Meeting Agendas**

The Consent and Meeting Agendas were unanimously approved with no abstentions. Consent agenda included August 24 Board meeting minutes along with reports from:

- CFO – 403b Audit plan & filing are complete. Sage Intacct has been selected as the partner for the new accounting software – 3-4 month transition. Anticipating full forgiveness of the PPP loan. Financial impacts of COVID-19 were summarized. Financial statement presented.
- Sales and Marketing - Phase 1 & 2 housing 96% sold (2 apt for sale); Classic Cottages 99% sold (1 for sale); Phase 3 housing: Schroeder Lofts 83% sold (6 for sale); Trillium Townhomes 33% sold (4 for sale). Wait list: 183.

## **2021 Budget Presentation**

- Diane Gibson provided the budget presentation.
- Helen Lyons asked for clarification of additional staff detailed in “Key Expense Assumptions.” Erin Cornell explained that COVID restrictions require more staff time with residents. Staff were added to meet standards of care. Staff time will reduce when life returns to normal.
- Eric Shawn asked about interior improvements for Rose Court. Tina Moullet summarized current plans.
- Mike Leahy asked about Rose Villa’s ability to react to a worst case scenario. Diane Gibson described work done to identify key indicators, early warning signs and response options.
- Glenn Rodriguez asked about the PPP loan forgiveness process. Diane Gibson expressed certainty that the loan will be forgiven.
- Budget was approved.

## **Draft 990**

- The Board reviewed the draft 990 as required by IRS.

## **Community Life**

- Tina Moullet announced that Rose Villa has been awarded 3<sup>rd</sup> Place in the 100-499 employer size category of the Oregon’s Healthiest Employer designation.
- A team of residents and staff has convened to create a comprehensive emergency plan. The plan will 1) provide clear direction for various situations, 2) communicate responsibilities, 3) establish an incident command, and 4) provide contingencies for electricity, phones and internet.
- Eric Shawn mentioned Council advisory committees with staff liaison representatives have increased their activities and more residents are getting involved.

## **2021 Draft Meeting Calendar**

- Meeting times will move to 9:00 a.m. Revised calendar is pending with updates.

Brad Smith announced that DEIA will be on the agenda for December.

The meeting was adjourned at 10:44 a.m.

Reporting to the Residents Council,

*Eric Shawn* Council Chair

October 23, 2020

Andrea Cano led the Rose Villa Board of Directors in a two hour online retreat focused on Diversity, Equity, Inclusion and Accessibility.

Preparatory materials included:

- Rose Villa Staff DEIA Survey Summary
- Rose Villa Residents DEIA Survey Summary
- Life Plan Communities and Race Study (copy attached)
- TED Talk: [Racism has a cost for Everyone](#)
- TED Talk: [How to Get Serious About Diversity and Inclusion in the Workplace](#)

Next steps: Describe accountability for written measurable goals.

Reporting to the Residents Council,  
*Eric Shawn*, Council Chair

**Residents Association Council  
Zoom Meeting Agenda**

Regular Meeting: [December 7, 2020](#) Open the meeting:

**Gratefulness**

Consent Agenda: [November meeting notes](#). Comments or corrections?

Group Reports: Thank you to group leaders who sent reports to [RVRACouncil@gmail.com](mailto:RVRACouncil@gmail.com) by the 25<sup>th</sup> of the month.

**Update Reports**

Council Community Health Committee on Covid-19 (Jerry Corn):

Council Communications Committee (Cindy Brown):

Council Safety Committee (Janet Strickland):

Council iDREAM Committee (Joan Clark):

Madrona Grove Liaison (Lois Weathers):

The Foundation (Elliot McIntire):

Rose Villa Management Report (Tina Moullet):

**Agenda – New Business**

Hearing Support Group (Helen Lyons):

The Hearing Support Group asks the Council to recognize the group.  
(Discussion & decision)

**Announcements**

**Suggestion Box**

**Open Forum**

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**Next Council Meeting:** [January 4, 2021, 1:00 PM on Zoom.](#)

**November Executive Committee Topics were:**

- December Council Agenda
- Rose Villa Resident Association Digital Archives
- Annual Meeting, Elections & Leadership Transition

**Next Executive Committee Meeting:** [December 12, 2020, 10:30 AM on Zoom](#)